

## **AMENDING SCHEDULES, ADDING CREDITORS AND CORRECTING ADDRESSES**

In order to properly file amended schedules and to add creditors to a case it is necessary to know the court policies regarding these actions since a fee is due for certain types of amendments but not for others. Here is a summary of the current policies:

**Amending Schedules and Adding New Creditors to a case.** In order to properly add new creditors to a bankruptcy case, you need to amend the appropriate schedules by preparing new amended schedules listing only the newly added creditors. If you amend schedules D, E or F, there is a \$26.00 filing fee whether or not new creditors are added. Amendments to the other schedules do not require payment of a fee. Since the amended schedules must be verified pursuant to Federal Rule of Bankruptcy Procedure 1008, you must also complete and send to the court a new declaration of electronic filing form originally signed by the debtor. Local Rule 1009-1 requires the filing party to send a notice of the amendment to all parties in interest and to send a copy of the Notice of Commencement of the case to each added creditor. A certificate of service showing compliance with the rule is required to be filed with the amended schedules. Finally, the newly added creditors must be added to the creditor database [which puts them on the mailing matrix].

**Conversion Schedules.** A debtor is often required to file new schedules upon the conversion of a case from one chapter to another. The procedure is identical to that noted above for adding creditors except that if the conversion schedules are filed before the Notice of Commencement is sent to creditors, then the added creditors will receive the Notice of Commencement and there is no need to send a notice of the amendment to the added creditors nor to file a proof of service. A fee is due for filing amended schedules - whether they are filed subsequent to a conversion or not - except schedules filed pursuant to FRBP 1019(5) upon a conversion from Chapter 13 to 7. When filing such schedules do not use the amended schedules event [which requires payment of a fee] but use the event marked "Schedules - Post-petition Debts (Ch 13 Case Converted to Ch 7).

**Adding Interested Parties to mailing matrix without amending schedules.** Creditors and interested parties can be added to the database without amending the schedules. This does not add these persons or entities to the case as creditors or parties but does put the names and addresses on the matrix so that they will be served notices which are generated by the court. There is no fee for adding parties to a case only for notification purposes.

**Changing the addresses of creditors or parties listed in the case.** The proper procedure for changing the addresses of creditors or interested parties who are already listed in a case is to file a Notice of Change of Address. There is no fee for filing a notice of change of address. Court staff will make the address changes based on the information contained in the notice.

**A. AMENDING SCHEDULES AND ADDING CREDITORS**

**Step 1** Prepare the required documents for filing. To amend schedules and add creditors to a case you will need to prepare: (1) The amended schedules to be filed; (2) An amended matrix listing the new creditors [unless you intend to add the creditors directly to the database as described in Section C below]; (3). A notice informing the new creditors of that they have been added to the case; and (4) A certificate of service showing compliance with the requirements of Local Rule 1009-1; (5) a Declaration of Electronic Filing.

**Step 2** Open CM/ECF. From the blue menu bar, click on **Bankruptcy**. From the **Motions and Notices Section**, click on **Miscellaneous Documents**. Enter the case number of the appropriate bankruptcy case and click **Next**. You will see this screen. Find the events labeled Schedules – Amended in the pick list.

**Miscellaneous Documents**

[03-50196 Robert Lewis Long and Mary Lynne Long](#)

Request for Judicial Notice
Request for Notice
Satisfaction of Judgment
<b>Schedules - AMENDED (including D, E or F - FEE)</b>
Schedules - AMENDED (not including D, E or F)
Schedules / Summary / Statements (Multi)
Statement
Statement of Financial Affairs [Official Form 7]

You have two choices: If you are amending schedules D, E or F you must use the first event. If you pick this event, you will be required to pay the amendment fee of \$26.00. Any type of amendment to these schedules requires payment of the fee. If you are not amending schedules D, E or F then pick the second event. This event does not require payment of an amendment fee. Click on the appropriate Amended Schedules event to highlight it and then click on **Next**.

**Step 3** You will get a screen which asks if you are filing the document with another attorney. If yes, check the box and select or add the additional attorney as indicated. Click **Next**.

## United States Bankruptcy Court

## District of Hawaii

### Miscellaneous Documents:

03-50196 Robert Lewis Long and Mary Lynne Long

Select the Party:

ABC Corporation, [Creditor]  
ABC Mortgage, [Creditor]  
Cat, Fat Sat [Realtor]  
Long, Mary Lynne [Debtor]  
Long, Robert Lewis II [Debtor]  
Office of the U.S. Trustee, [U.S. Trustee]  
Woo, Mary Lou [Trustee]  
XYZ Corporation, [Creditor]

[Add/Create New Party](#)

Next

Clear

You will now get a screen which will ask you to select the appropriate party or parties. This will normally be the debtor or debtors. Select the party from the list to highlight and click on next.

**HINT!** In a joint case you can select both the debtor and joint debtor by clicking on the first and , while holding down the Shift key, click on the next. This will save you time.

### Step 4

After entering the appropriate parties, you will get the following screen:

### Miscellaneous Documents:

03-50196 Robert Lewis Long and Mary Lynne Long

Select the **pdf** document (for example: C:\199cw501-21.pdf).

Filename

D:\myfiles\CM-ECF pdf Docs\Amend S

Attachments to Document: ☐ No ☒ Yes

Next

Clear

Browse to the PDF file of your amended schedules. Open the file to make sure it is the correct document. If you are also going to file a notice to the new creditors, the certificate of service, or other documents then click on the **Yes** button after **Attachments to Document**.

**Note!** You may prepare all documents as a single PDF file and attach that file.

Click on **Next**. You will get this screen:

**Step 5** Browse to the PDF file you wish to attach, open it to make sure that it is the correct file and then type in a description of the document being attached. This description will appear on the docket of the case.

### Miscellaneous Documents:

03-50196 Robert Lewis Long and Mary Lynne Long

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

D:\myfiles\CM-ECF pdf Docs\COS.pdf

2) Select a document type and/or enter a description.

Type

Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1.

Next

Click on **Add to List** and the same screen will appear for the next document.

**Note!** If you have prepared a matrix of creditors to add to the list of creditors, this list should not be added here. If you have no further documents or when you have added all additional documents, the click on **Next**.

### Step 6

You will get a screen which will tell you that a filing fee of \$26.00 must be paid and will also tell you that the new creditors must be added in a separate procedure.

Click **Next** and you will get this screen:

**Miscellaneous Documents:**  
[03-50196 Robert Lewis Long and Mary Lynne Long](#)

Docket Text: Modify as Appropriate.

Amended Schedules.  . Fee Amount \$20 Filed by Debtors Mary Lynne Long , Robert Lewis Long II (Attachments: # (1) Certificate of Service of 341 Meeting Notice) (Attorney, MVA)

If you created separate files for each of your documents and attached the amended schedules first and then attached the subsidiary documents separately, you will get docket text which should be complete. Each of the attached documents will be included in the docket text.

If you created the amended schedules and subsidiary documents as a single file the docket text will need to be supplemented to state what was filed. Enter a description of the subsidiary documents in the second text box [e.g., Notice of Amendments and Certificate of Service]. Click on **Next**.

### Step 7

You will now get the final text screen. If it is complete and accurate, click **Next**. If it is not, the you must use your browser to back up to the screens which were not correctly completed to correct the docket text. It is not possible to change the text on this screen.

Docket Text: Final Text

Amended Schedules.. Fee Amount \$20 Filed by Debtors Mary Lynne Long, Robert Lewis Long II (Attachments: # (1) Certificate of Service of 341 Meeting Notice) (Attorney, MVA)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click **Next**.

**Step 8** You will get this screen. If you have nothing further to file requiring the payment of a fee, then click on the **Pay Now** button. Follow the instructions and the payment will be complete.

See the **Credit Card Processing Section** of this Guide for more information on the procedures.

If you have made the payment or if you click on the **Continue Filing** button, you will the next screen.

Date Incurred	Description	Amount
2003-05-08 10:58:22	Amended Schedules D,E,F (Fee)(03-50196) [misc,mis600] ( 20.00)	\$ 20.00
		<b>Total: \$ 20.00</b>

Pay Now      Continue Filing

#### Notice of Electronic Filing

The following transaction was received from Attorney, MVA entered on 5/8/2003 at 11:37 AM HST and filed on 5/8/2003

**Case Name:** Robert Lewis Long and Mary Lynne Long

**Case Number:** [03-50196](#)

**Document Number:** [9](#)

#### Docket Text:

Amended Schedules.. Fee Amount \$20 Filed by Debtors Mary Lynne Long, Robert Lewis Long II (Attachments: # (1) Notice of Filing Amended Schedules# (2) Certificate of Service of Notice of Commencement) (Attorney, MVA)

The following document(s) are associated with this transaction:

**Document description:** Main Document

**Original filename:** D:\myfiles\CM-ECF pdf Docs\Amend Schd.pdf

This is the final Notice of Electronic Filing Screen. You may wish to print this screen for your file since it is your receipt for the filing of this document and for payment of the filing fee.

**Step 9** Although you have now filed the amended schedules and related documents, you have not yet added the new creditors to the database. This is done by using either the procedure in Section A [**Adding new Names and Addresses by Uploading an Amended Matrix**] or the procedure in Section B [**Adding Individual Creditors Directly to the Database**] above. You must also mail or deliver a new **Declaration of Electronic Filing** to the court since this document is needed to verify the amended schedules pursuant to FRBP 1008.

B.

**ADDING NEW CREDITORS BY UPLOADING AN AMENDED MATRIX**

This is one of two procedures for adding new creditors to our database. This procedure adds the names and addresses to the mailing matrix for notice purposes. It can also be used to add new names and addresses of interested parties to the mailing matrix for informational purposes. This procedure should not be used as a method to correct the addresses of creditors or parties who are already in the case. This should be done using the procedure outlined in Section D below. This is also not sufficient to properly add new creditors to a case. See Section A above.

**Step 1**      **Open CM/ECF** by entering your login and password into the system. This procedure is explained earlier in the User Guide.

**Step 2**      Click on **Bankruptcy** on the blue menu bar. Under **Case Opening**, Click on **Creditor Maintenance**. You will get the following screen:



**Step 3**      If you have prepared an amended matrix of creditors to add to the database, then click on **Upload a creditor matrix file**. If you intend to add the parties by adding the names and addresses directly to the CM/ECF database, then click on **Enter Individual creditors**.

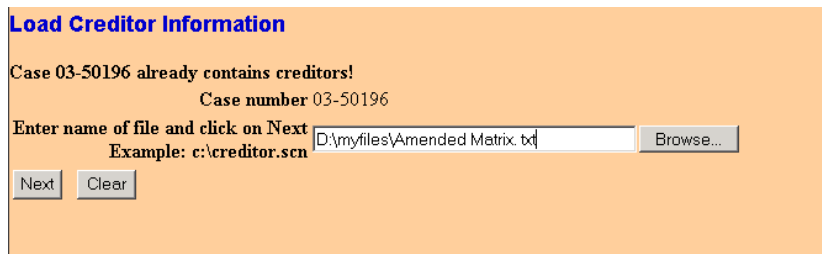
We assume that you wish to upload an amended matrix and that you have clicked on **Upload a creditor matrix file**. You will get the following screen.

The screenshot shows a web form titled "Creditor Processing - Upload a File Method" in blue text. Below the title is a light gray box labeled "Case Number". Inside this box is a text input field containing "03-50196". To the right of the input field is a small gray box containing the text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the "Case Number" box are two buttons: "Next" and "Clear".

Enter the case number [remember the hyphen] and click on **Next**.

**Step 4**

You will see the following screen. Browse to the matrix which you previously created and saved as an text file and open the file to make sure you are attaching the correct document. Note the warning which indicates that you are adding creditors to a case which already contains creditors.



Click on **Next**.

**Step 5**

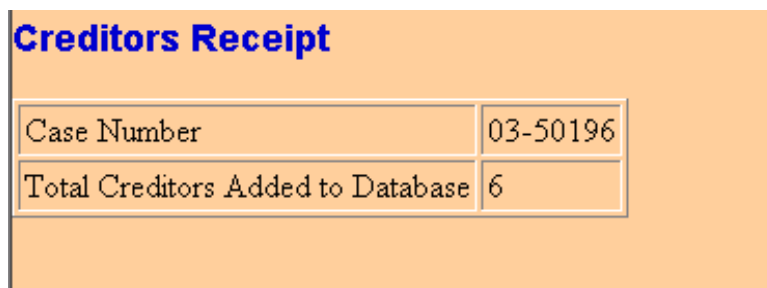
You will see the following screen which will state the number of creditors being added to the case.



Click **Submit**

**Step 6**

You will get this screen. The creditors have been added. Note that you do not get a Notice of Electronic Filing. There will be no docket entry resulting from this procedure.



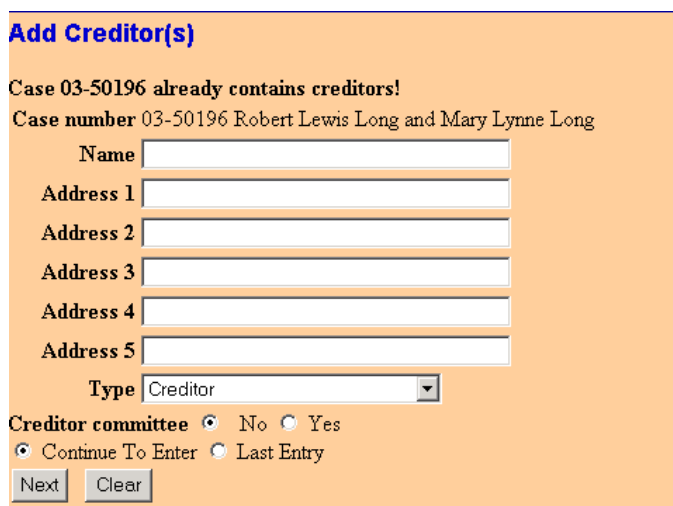
Case Number	03-50196
Total Creditors Added to Database	6

**C. ADDING INDIVIDUAL CREDITORS DIRECTLY TO THE DATABASE.**

This procedure will also add creditors or other interested parties to the database but this procedure does not require the creation of an amended matrix. It is useful if you have a few names and addresses to add, but not if there are many to add. **Note!** This procedure should not be used to correct addresses [See Section D below] nor should creditors be added to a case if the appropriate schedules are not amended. [See Section A above]

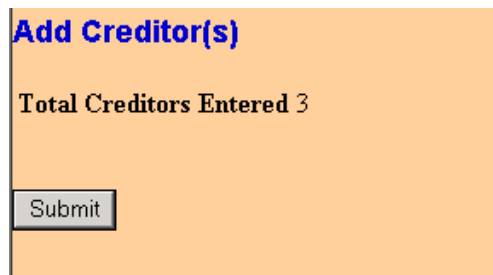
**Step 1** Open CM/ECF and click **Bankruptcy** on the blue menu bar. Select **Enter Individual Creditors** from the **Creditor Maintenance** menu. Enter the case number of the applicable case on the next screen – remembering to use the hyphen in the case number. You will get this screen.

**Step 2** Enter the name and address of the first party you wish to add. Change the Creditor type if appropriate and if the creditor being added is on the creditors committee you may indicate that fact here. If you need to enter more creditors or interested parties then the **Continue to Enter** box should be marked.



**Step 3** Continue to enter names and addresses until you are finished. When you have entered the last name and address, check the button before **Last Entry**. You will get this screen listing the number of entities you have added.

Click on **Submit**.



**Step 4** You are finished! You will get a receipt for the number of creditors filed. **Note!** This process does not create a docket entry in the case.

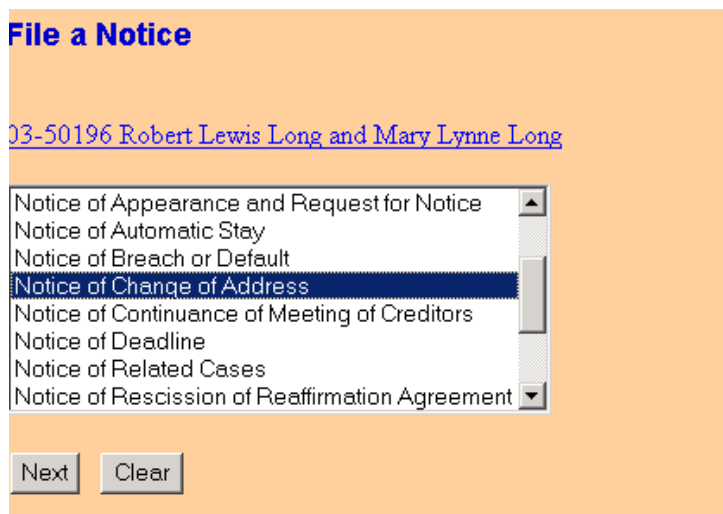


**D. ADDRESS CHANGES**

This procedure should be used for correcting the addresses of creditors or parties who have already been added to the database. After you docket the notice of change of address, court staff will go into the database and edit the addresses using the information you have provided in the notice.

**Step 1** Prepare a Notice Change of Address. This notice should list the party and state the old address [the address now listed in the case] and then the new address. Convert to a PDF file and save.

**Step 2** Open CM/ECF and click on **Bankruptcy** in the blue menu bar. From the **Motions and Notices** section, click on **Notices**. You will see a screen which will ask you for the case number of the case in which you wish to work. Enter the number [remembering to use the hyphen in the case number] and click on **Next**.



You will get this screen. Find the **Notice of Change of Address** event on the pick list and click on it to highlight it.

Click on **Next**.

You will get a screen asking if you are filing the motion with another attorney. If you are click on the button and then enter the other attorney. When finished, click on **Next**.

**Step 3** You will get a screen asking you to select the moving party or parties. You are not being asked to identify the parties whose addresses are being changed.

## United States Bankruptcy Court

## District of Hawaii

Note that you can highlight more than one party by clicking on the first name and then holding down the Shift key and clicking on other names on the list.

Click **Next**.

ABC Corporation, [Creditor]  
ABC Mortgage, [Creditor]  
Cat, Fat Sat [Realtor]  
**Long, Mary Lynne [Debtor]**  
**Long, Robert Lewis II [Debtor]**  
Office of the U.S. Trustee, [U.S. Trustee]  
Woo, Mary Lou [Trustee]  
XYZ Corporation, [Creditor]

[Add/Create New Party](#)

Next Clear

### Step 4

You will now get a screen to attach your notice of address change to the docket text. This must be a PDF file. Do not try to attach a mailing matrix which you might have prepared as a text file. Browse to the file you wish to attach and open it to make sure that it is the correct file.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

D:\myfiles\CM-ECF pdf Docs\Address Browse...

**Attachments to Document:** ☒ No ☐ Yes

Next Clear

Click **Next**.

### Step 5

You will now see a screen showing the docket text.

**Docket Text: Modify as Appropriate.**

Notice of Change of Address of the Debtors. Filed by Debtors Mary Lynne Long , Robert Lewis Long II (Attorney, MVA)

Next Clear

### Note!

The docket text will not have the names of the parties whose addresses are being changed. If you wish to add the names in the docket text you can do so by entering the information in

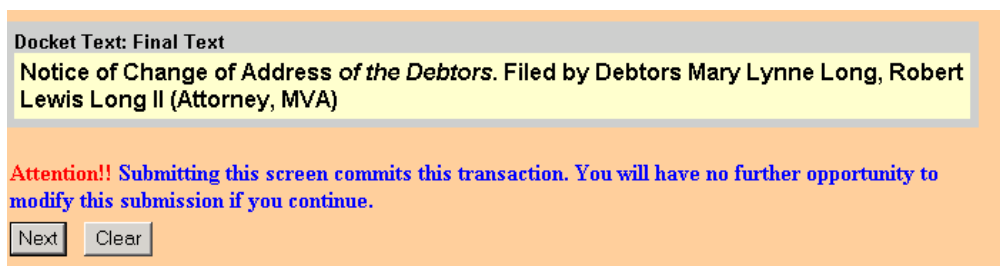
## United States Bankruptcy Court

## District of Hawaii

the text box. There is no need to list the specific names of each creditor. It would be sufficient to put in the text box “ of the Debtors.” or “of various creditors.” If the text is not correct, you need to browse back to the correct screen where incorrect information was provided and start entering information from that point.

If the text for the docket entry is now correct, then click **Next**.

**Step 6** You will see the final text screen. If it is correct, then click **Next**.



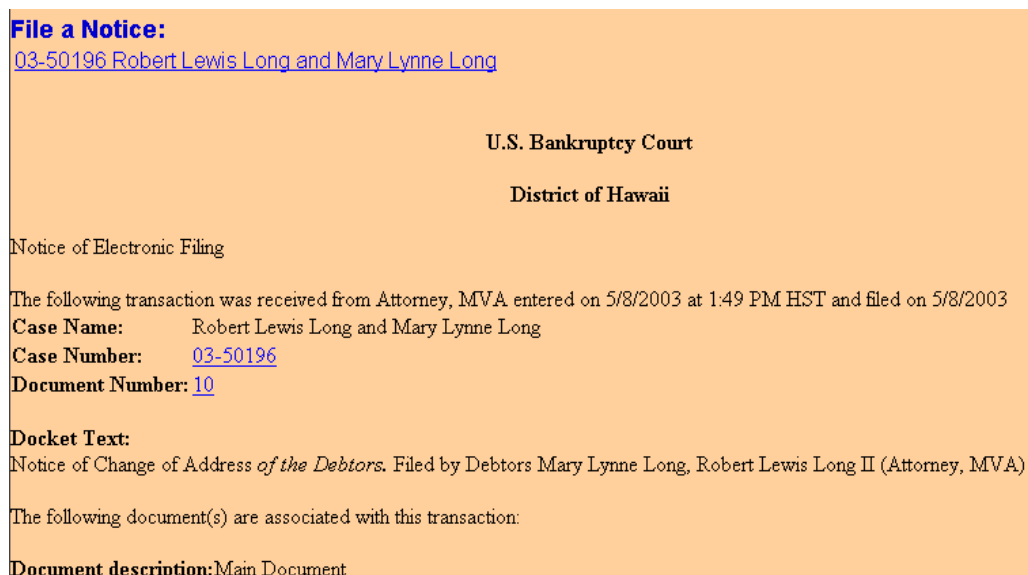
Docket Text: Final Text

Notice of Change of Address of the Debtors. Filed by Debtors Mary Lynne Long, Robert Lewis Long II (Attorney, MVA)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

**Step 7** This is the final screen which acknowledges the filing of the document.



File a Notice:

[03-50196 Robert Lewis Long and Mary Lynne Long](#)

U.S. Bankruptcy Court

District of Hawaii

Notice of Electronic Filing

The following transaction was received from Attorney, MVA entered on 5/8/2003 at 1:49 PM HST and filed on 5/8/2003

Case Name: Robert Lewis Long and Mary Lynne Long

Case Number: [03-50196](#)

Document Number: [10](#)

Docket Text:

Notice of Change of Address of the Debtors. Filed by Debtors Mary Lynne Long, Robert Lewis Long II (Attorney, MVA)

The following document(s) are associated with this transaction:

Document description: Main Document

You are finished!